

Sept. 11 & 12/10

THE Ottawa
*Wedding
Show*

April 2 & 3/11

Exhibitor Move In/Move Out Info

Show Location	Civic Centre Salons Lansdowne Park
Shipping Address	Ottawa Wedding Show c/o Lansdowne Park 1015 Bank Street, Ottawa ON K1S 3W7
Show Hours	Saturday, 10:00 AM - 5:00 PM Sunday, 10:00 AM - 5:00 PM Show hours are the same for both Spring & Fall Shows
Move-In	Friday, 10:00 AM - 6:00 PM Shipments to the Civic Centre will be accepted between 8 AM and 4 PM on Thursday and Friday. If you require items to be shipped before Thursday, please arrange this with Freeman Decorating (613) 748-7180. All goods shipped to the Show must be prepaid and clearly marked with the name of the Exhibitor. Show Management cannot assume responsibility for loss or damage to goods shipped to Show.
Move-Out	Sunday, 5:00 PM - 8:00 PM Everything must be removed from the Show Floor by 8:00 PM. There are no overnight storage facilities at Lansdowne Park after Show closing. Arrangements may be made with Freeman's Decorating for storage and shipping.
Loading Dock	All move-in and move-out must be done through the loading dock area. The ramp to the loading area is located approximately 75 feet from Arena Gate 3 (toward Canal - around corner).
Standard Booth	A standard booth space is 10 ft wide x 10 ft deep. Larger booths are a multiple of this. We provide an 8 ft high back drape with your space.
Material Handling	Free dollies are available during the move-in and move-out. If you require forklift service this must be ordered through the Show Decorator, Freeman Decorating. Please ensure that you have enough staff to ensure a timely move-in.

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Electrical Services

Electricity is NOT provided with your space. If you require electricity it must be ordered from Bowie Electrical Services at (613) 739-0700 www.bowie.ca. Order forms are available on our web site.

Show Decorator

Table, chairs and other items are available from Freeman Decorating (613) 748-7180. (You are also free to furnish your own tables and chairs) Freeman also can handle shipping, storage and customs clearance. Freeman order forms can be found on our web site. Please ensure that you order from Freeman in advance of the Show. They have an early-bird date after which you will pay a much higher price. On-site orders are typically 25 % higher than the early-bird price.

Telephone/Internet

For temporary phone or internet lines please call Bell Canada Trade Show Desk 1-800-414-8424. Wireless internet is available on-site. Call Boldstreet Wireless at 613-294-9555.

Security

Exhibitor property remains exclusively the exhibitor's responsibility. Show Management cannot assume responsibility for any loss or damage to exhibitor's property.

Insurance

Each exhibitor is responsible for having insurance to cover loss or damage to exhibitor property as well as having public liability insurance against injury to the person and property of others.

Exhibitor Badges

Six (6) badges will be provided to each exhibitor with the Name of your Organization on the badge. If you need more badges than the standard 6 let us know by e-mailing info@ottawaweddingshow.com. We do not need a list of your show staff. We do not prepare exhibitor badges with individual staff names. There is room on the badge however for you to write the individual's name. You are also welcome to wear your corporate name tags. If there is more than one organization in your booth and you would like badges for these additional organizations please let us know by e-mail.

Prize Information

Please send us by e-mail details of any prizes, draws etc that you will be having at the Show so that they may be included in advance publicity and press releases. Details should be sent to : info@ottawaweddingshow.com